

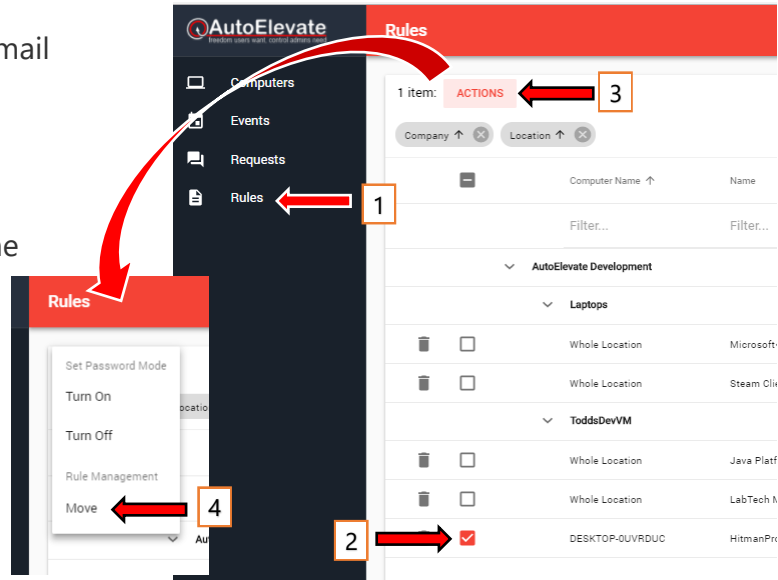


Moving Rules

To move rules from one Computer/Location/Company/Globally to another do the following:

Login to the Web Admin Portal at <https://msp.autoelevate.com> using your email address and AutoElevate password.

- 1) In the left-hand Column click "Rules"
- 2) On the rules grid click the arrow next to the Company/Location/Computer and then select the rule by clicking the square next to the listed rule you are wanting to move.
- 3) Click on the "Actions" menu at the top of the screen, and then "Move" (4) under the Rule Management section.



- 5) A Dialog box will appear asking you to choose what level you want to move the rule to. You may choose "All Companies", "Whole Company", "Whole Location", or "Computer".
- 6) Once the Level has been selected another dropdown menu will appear where you can select the specific location from either by selecting from the drop-down menu or typing in the space to search.
- 7) Once the specific location (or Company, or Computer, etc.) is selected click "OK" to accept changes.

